

# LSTA Technology Grant 2014 Guidelines

Library Development Office  
Indiana State Library  
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Indianapolis, IN 46202  
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[www.library.in.gov](http://www.library.in.gov)



# APPLICATIONS DUE MARCH 14, 2014

A library may submit only one application for a technology sub-grant per year.

The maximum amount of funding is \$10,000 per sub-grant.

A local cash match equal to at least 10% of the requested amount of LSTA funds is required.

\$250,000 in LSTA funds will be available for these grants. Please note that funding is contingent upon the Indiana State Library receiving its full fiscal year 2014 funding award from the Institute of Museum and Library Services.

Libraries are ultimately responsible for maintaining and upgrading technology. We recommend that any library applying for LSTA funding to replace computers should fulfill their request through the Net Literacy program. For more information on this program, contact the Library Development Office at [ldo@library.in.gov](mailto:ldo@library.in.gov).

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## Program Overview

The Indiana State Library will offer LSTA sub-grants to help Indiana libraries provide their users with the new and improved technology necessary to meet their residents' ever-changing needs for library services and access to information. Libraries may use these sub-grants to better meet the technological needs of their community.

**The suggested theme for the 2014 sub-grants is "Future Ready for 2016." Preference will be given to innovative, future-focused projects in preparation for Indiana's Bicentennial. How is your library planning to usher users into the future?**

## Desired Outcomes

Projects awarded grant funding must evidence the ability to produce at least one of the following outcomes.

- Increased effectiveness of telecommunications, technology, and resources used in the library
- Increased availability of up-to-date and reliable information
- Delivery of new and improved programs that anticipate and meet Indiana residents' constantly changing needs for library services

Projects evidencing the ability to produce at least one of the following desired outcomes are given preference.

- Applicant is requesting funds to **meet** [Public Library Standards](#) for technology.
- Project will improve **wireless and/or internet access** in the library.
- Increases computer and information literacy skills among digital immigrants.
- Increases participation in statewide resource sharing.

*Note: These desired outcomes are derived from the overarching goals of the IMLS (see <http://www.imls.gov/programs/programs.shtm>) and the goals identified in the Indiana LSTA Five-Year Plan (see <http://www.in.gov/library/files/LSTAPlan2013-2017.pdf>). Before applying for an LSTA Technology Grant, please be sure you understand the overarching LSTA goals and have developed a project that addresses these.*

## Eligible Applicants

All academic, public (including branches), school media, institutional, and special libraries are eligible to apply if they meet the following criteria.

- Located in Indiana
- Comply with federal and state statutes and regulations
- Comply with the Children's Internet Protection Act (CIPA) (school media centers & public libraries)
- Meet Indiana Public Library Standards (public libraries)

Libraries that meet any of the following requirements are given preference.

- Library is an active lender to other libraries
- Library has not received a Technology grant in the past two years
- Library is requesting LSTA funds to help meet new Public Library Standards for technology

## Grant Guidelines

- Grant funds must be spent between the project start date<sup>1</sup> and April 30, 2015.
- Applicants must demonstrate how new equipment, technology, software, or services will support at least one of the desired outcomes and meet at least one purpose of LSTA as defined by the IMLS<sup>2</sup> and one of the goals of Indiana's five-year plan<sup>3</sup>.
- Applicants must demonstrate that they meet all eligibility requirements and if applicable, provide evidence they meet any preferred eligibility requirements.
- Applicants must cite evidence of a legitimate community need and demonstrate how LSTA funds will alleviate the need and lead to desired outcomes.
- Grants will not be awarded for simple equipment replacement (e.g. replacing broken or obsolete equipment; updating aged public computers).
- Grant recipients **must** submit all reports and meet all expectations in time as outlined in the *Managing Your LSTA Grant 2014* manual, available online at <http://www.in.gov/library/lsta.htm>.
- Digital files and the associated metadata records created as a result of the grant project **must** be submitted to the Indiana State Library Digital Initiatives Librarian for inclusion in *Indiana Memory*. Applicants must adhere to State Library standards for collection development ([http://www.in.gov/library/files/dig\\_colldev07.pdf](http://www.in.gov/library/files/dig_colldev07.pdf)), image scanning ([http://www.in.gov/library/files/dig\\_imgst.pdf](http://www.in.gov/library/files/dig_imgst.pdf)), and metadata ([http://www.in.gov/library/files/dig\\_metast.pdf](http://www.in.gov/library/files/dig_metast.pdf)).

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<sup>1</sup> The start date is dependent upon official finalization of the contract.

<sup>2</sup> <http://www.imls.gov/programs/programs.shtml>

<sup>3</sup> <http://www.in.gov/library/files/LSTAPlan2013-2017.pdf>

## Budget & Funding

Applicants may apply for up to \$10,000.

Applicants must show that they will provide a cash match equal to at least 10% of the awarded amount of LSTA funds.

Applicants must adhere to federal guidelines for allowable and non-allowable expenses. See the Cost Principles on the [LSTA website](#) or contact the [LSTA consultant](#) with any questions about allowability.

### Examples of Allowable Costs

Technology hardware and software  
Training for staff and volunteers  
Contracting outside agencies  
New project staff

### Examples of Non-Allowable Costs

Ongoing operating costs  
Wages and benefits for existing employees  
Entertainment costs (NO FOOD or BEVERAGES)

## 2014 TECHNOLOGY SUB-GRANT TIMELINE

DECEMBER 2013	Application form and guidelines made available
MARCH 14, 2014	Applications due at the Indiana State Library no later than 4 p.m. ET
MAY-JUNE 2014	Applicants informed of application status ( <i>funded; not funded</i> )
JUNE-JULY 2014	Projects may begin after contract is finalized
AUGUST 31, 2014	First Quarter Progress Report due
NOVEMBER 30, 2014	Second Quarter Progress Report due
FEBRUARY 28, 2015	Third Quarter Progress Report due
APRIL 30, 2015	Project Ends: last day grant funds can be spent.
MAY 31, 2015	Final postmark date for reimbursement claims.
JUNE 30, 2015	Narrative Final Report & Financial Final Report due
SEPTEMBER 30, 2015	End of 2014 grant period

## Application Process

### **APPLICATIONS ARE DUE BY 4:00 P.M. ET, MARCH 14, 2014 (EMAIL COPY MUST BE RECEIVED AND HARDCOPY MUST BE POSTMARKED BY THIS DATE)**

Application materials are available on [our LSTA webpage](#). Please follow the general application instructions and refer to the line-by-line instructions also available on the webpage.

You may request an advance review of your application by contacting the Library Development Office ([ldo@library.in.gov](mailto:ldo@library.in.gov)). Staff may make recommendations for improvement but will not approve applications. Applications should be sent much in advance of the application deadline to be reviewed at the staff's discretion as time allows.

## Application Submission

The grant application consists of an application form and budget worksheet. A copy of these documents must be submitted by **BOTH** mail **and** e-mail to be reviewed. Incomplete applications will not be reviewed.

### **Step One**

Mail or hand deliver one signed original of your completed application materials to *LSTA Technology Grant Application*, Library Development Office (Rm. 413), Indiana State Library, 315 West Ohio Street, Indianapolis, IN 46202.

### **Step Two**

E-mail one copy of your completed application materials to [ldo@library.in.gov](mailto:ldo@library.in.gov). You may attach the original Word and Excel files. Scans or PDFs of your originals are acceptable but not required. If you have trouble meeting this requirement, notify the Library Development Office at (800) 451-6028.

## Application Review

Grant applications are reviewed by a panel of outside reviewers and State Library staff. Applications are scored in relation to the answers provided in each section of the form and the overall quality of the grant proposal. 100 total points are possible. Projects evidencing the ability to produce at least one preferred desired outcome as listed above are eligible to receive at most an additional 20 points. The highest scoring projects are recommended for awards. Should libraries have equal points, preference goes to libraries meeting the preferred eligibility requirements outlined above.

Applicants should be informed of the status of their grant in May. Reviewers may decide to fully fund, partially fund, or not fund any application received. Those who are either not funded or not fully funded can file an appeal with the Indiana Library and Historical Board within 30 days of receiving notice of the reviewers' decision.

*Questions? Please contact the Library Development Office at (800) 451-6028 or [ldo@library.in.gov](mailto:ldo@library.in.gov)*